**![A logo for a tow truck

Description automatically generated]()**

**Job Description:**

The Vehicle Transporter will be responsible for safely and efficiently transporting vehicles using a company-owned truck and car trailer, along with, maintaining a clean driving record, adhere to delivery schedules, and ensure the safe and timely delivery of customer cars, amongst other job duties.

**Key Responsibilities:**

The general and day-to-day responsibilities will include, but are not limited to:

**Transport Vehicles:**

·         To safely and efficiently load, transport, and unload vehicles onto a car trailer

·         To ensure proper vehicle positioning, securing, and protection during transportation

·         To use straps and tie-down devices to secure vehicles in a safe and damage-free manner

·         To adhere to all safety procedures and regulations during vehicle transport

**Vehicle Inspections:**

·         To conduct pre-trip vehicle safety inspections to identify any defects or damages

·         To document and report any vehicle issues promptly to the appropriate personnel

·         To ensure all required equipment, such as straps and tie-down devices, are in good working condition

·         To replace damaged or worn-out equipment to maintain safe and secure vehicle transport

**Delivery Schedule Adherence:**

·         To follow the assigned delivery schedule to ensure on-time and efficient delivery of vehicles

·         To communicate with the transportation team to provide updates on delivery progress

·         To plan routes effectively to optimize delivery efficiency and avoid delays

**Documentation and Record-Keeping:**

·         To maintain accurate and up-to-date records of vehicle transport activities

·         To complete required documentation, including invoices, driver logs, and DOT regulations

·         To ensure all paperwork is properly filled out, organized, and submitted in a timely manner

·         To keep track of expenses related to vehicle transport and maintain proper documentation

**Compliance and Safety:**

·         To comply with all DOT rules, regulations, and company policies related to vehicle transport

·         To adhere to FMCSR (Federal Motor Carrier Safety Regulations) and other applicable safety standards

·         To follow proper safety procedures while operating the truck and trailer, including defensive driving techniques

·         To report any accidents, incidents, or violations promptly to the appropriate authorities and company management

**Working Conditions:**

Working conditions, usually, include frequent contact with company leadership, corporate customers, and other team members; therefore, a professional and courteous demeanor is essential. The nature of the job may involve exposure to various weather conditions, including extreme temperatures and precipitation, and some physical exertion and manual labor may be required during the loading and unloading of vehicles. The work schedule may include weekends, evenings, and holidays, depending on business needs.

**Knowledge, Skills and Attitudes:**

·         Ability to pass a background check with no criminal felonies (evaluated on a case-by-case basis)

·         Ability to pass a pre-employment drug screen and physical agility test (ability to lift 50 lbs)

·         Basic understanding of truck maintenance and mechanics

·         Excellent communication and interpersonal skills

·         Ability to work independently and as part of a team

·         Ability to read, write, and speak English fluently

·         Strong attention to detail and organizational skills

·         Ability to maintain the highest level of professionalism

·         Ability to prioritize tasks and meet deadlines

·         Adaptability and foresight to handle unexpected situations such as traffic or weather conditions

·         Professional and courteous demeanor

·         Strong work ethic and reliability

**Physical Requirements:**

·         Ability to sit and drive for 8-10 hours a day, with intermittent rest periods

·         Ability to withstand prolonged walking or standing

·         Ability to reach and work overhead

·         Ability to squat, bend, climb, pull, and twist the body daily

·         Ability to push/pull and use hands for fine manipulation

**Qualification/ Experience:**

The candidate should be at least 19 years of age, along with 1 year of tractor trailer experience in the last 3 years or equivalent military experience. The candidate should also possess a clean motor vehicle record and good driving record (No more than 1 major violation on license in the previous 5 years. Driving record will be verified), a Class A CDL with tractor/trailer verifiable experience, an acceptable MVR, no careless or reckless charges, no more than two moving violations, and one at fault accident in the past 3 years, a current DOT medical certification and must have verifiable experience in driver safety and cargo securement.

**HT Towing & Repair and its family of companies are equal opportunity employers and provide reasonable accommodations for individuals with disabilities.**

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